



# Business and Community Preparedness



*Our mission is to mobilize people and resources to deliver creative solutions to community problems.*



# Montgomery County Volunteer Center



*What makes Montgomery County great?*

*Commitment. Partnership. Service.*

*Neighbors helping neighbors to make our community the best it can be.*

*From the Corporate Volunteer Council of Montgomery County Handbook*

Your organization is a part of the Montgomery County community. Nowhere is that more evident than during an emergency. Every business has a responsibility to ensure that its organization and its community are prepared for an emergency. Being prepared can mean the difference between being shut down for a few days and being shut down forever.

Businesses help themselves and their community by taking these steps in advance of an emergency:

1. Make a plan
2. Communicate your plan with your staff
3. Help Montgomery County's response efforts by offering the use of vital resources during an emergency

Responding to an emergency requires immediate, coordinated and effective response by multiple government, voluntary and private sector organizations to meet human needs and speed recovery. Businesses in Montgomery County provide crucial support in the aftermath of any emergency.

## **How You Can Help**

The Montgomery County Volunteer Center seeks businesses and organizations willing to offer resources in an emergency. By having well-established agreements in place before an emergency occurs, the county is better able to assess and utilize the assets that are available in response to an emergency.

Businesses have answered the call in the past by providing food, supplies and volunteers. Please join your fellow business and non-profit members in our effort to ensure a total community response to disasters. Fill out the form on the next page so we can begin developing an agreement that will help your organization and Montgomery County quickly recover from a disaster.

**"Helping businesses help their community is at the heart of the Corporate Volunteer Council's mission. That's why we encourage every business to not only pledge assets to help Montgomery County, but take advantage of these great resources to plan for disasters."**

**Mark Edward, President of Corporate Volunteer Council of Montgomery County  
Partner, BDO Seidman, LLP**

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# Montgomery County Volunteer Center



## Resource Donation Form

Return to Montgomery County Volunteer Center via fax at 240-777-2601 or Mail to 401 Hungerford Drive, 1st Floor Rockville, Maryland 20850  
Please Direct Any Questions to Michael Goldfarb at 240-777-2621 or at Michael.Goldfarb@MontgomeryCountyMD.gov

Company Name	
Nature of Business	
Number of Employees	
Address	
Company Phone	
Contact Name	
Contact Phone Number	
Contact E-mail Address	
Alternate Contact Name	
Alternate Contact Number	
Alternate Contact E-mail Address	
Contact Name and Number during non-business hours	

### Company Resources Available in Case of Emergency (Please Describe):

<b>Food</b>	
<b>Potable water</b>	
<b>Fuel</b>	
<b>Sleeping Space</b>	
<b>Bedding, Blankets and/or Cots</b>	
<b>Portable toilets and other sanitation supplies</b>	
<b>Portable generators</b>	
<b>Water Pumps and/or sandbags</b>	
<b>Materials and tools such plastic sheeting, shovels, picks, chain saws, axes/hatchets, flashlights, etc.</b>	
<b>Warehouse Space</b>	
<b>Storage Space</b>	
<b>Staging Area</b> (a flat, clear place where there is enough room to conduct a rescue operation if necessary)	
<b>Conference Rooms</b>	
<b>Office Space</b>	
<b>Parking</b>	
<b>Landing Space for Helicopters</b>	
<b>Telecommunications</b>	
<b>Technical Expertise</b>	
<b>Volunteers</b>	
<b>Other</b>	

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## Preparedness Tips and Resources

### Make a plan

Is your business ready for a disaster? Following are some of the important steps to make sure your organization is prepared:

- Understand the greatest threats to your business and how they will affect your operations.
- Assess your critical needs (staff, materials, procedures, etc.) and determine how you will safeguard them during an emergency.
- Make sure you have emergency supplies including fresh water, a first aid kit, a battery operated radio, and flashlights.
- Have plans that take into account the possibility your employees may have to either shelter-in-place or evacuate.

### Communicate

Once your plans are in place, it is vital that employees understand what you expect.

- Practice implementing your plan with your employees.
- Determine how your organization will communicate with employees in an emergency.
- Be aware of any employees with special needs and talk with them about any additional assistance they may require in an emergency.

### Additional Resources

Many organizations offer additional resources and emergency plan templates including:

**Montgomery County Volunteer Center** - [www.montgomerycountymd.gov/volunteer](http://www.montgomerycountymd.gov/volunteer)

The Montgomery County Volunteer Center is willing to meet with and assist any business interested in emergency planning for their organization.

**Alert Montgomery** - [alert.montgomerycountymd.gov](http://alert.montgomerycountymd.gov)

Alert system administered by the Montgomery County Office of Emergency Management and Homeland Security allowing them to alert you of a major crisis, emergency or severe weather event occurring in the County.

**Ready.gov** - [www.ready.gov/business/index.html](http://www.ready.gov/business/index.html)

Instructions and templates for creating an emergency plan. Case studies of businesses that have survived disasters thanks to their preparedness plans.

**Small Business Association's Disaster Preparedness** -

[www.sba.gov/services/disasterassistance/disasterpreparedness/index.html](http://www.sba.gov/services/disasterassistance/disasterpreparedness/index.html)

Fact sheets, preparedness guides and links to helpful resources.

**Center for Disease Control's Business Emergency Management Planning** -

[www.cdc.gov/niosh/topics/prepared/](http://www.cdc.gov/niosh/topics/prepared/)

Helpful links to planning and preparedness tools and information.

**Institute for Business and Home Safety** – [www.ibhs.org/OpenforBusiness.pdf](http://www.ibhs.org/OpenforBusiness.pdf)

Detailed information about creating an emergency plan.

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## Other Ways That You Can Partner with the Montgomery County Volunteer Center

### **BUSINESS VOLUNTEERISM**

The Volunteer Center can help your business build a lasting partnership with a non-profit organization or plan a one-day project. Our staff will help you design a volunteer program/project to fit the needs of your company as well as the needs of the community.

### **EMERGENCY PREPAREDNESS AND RESPONSE TEAMS**

Montgomery County has a variety of volunteer opportunities for people with a wide range of skills whether they are medical professionals who want to aid first responders, retirees with the desire to play a support role in an emergency or a business that wants to help its community recover from an emergency

### **DONATIONS HOTLINK**

The Donations Hotlink provides an easy way for business to donate goods and services to non-profits with a wide variety of needs. A weekly email listing donations is sent to all registered agencies, and agencies contact donors directly to arrange pickup of items.

### **PRO BONO CONSULTANT PROGRAM**

Put your professional skills to work for a non-profit organization. The Volunteer Center connects volunteers with non-profit agencies in need of volunteers with specific professional expertise. Examples of projects include creating databases, developing a financial system, or writing a marketing plan.

### **SPECIAL EVENTS**

Seasons of Service events offer opportunities for businesses to join their fellow organizations in service to the community. Events include Community Service Day (October), Martin Luther King, Jr. Day (January), Earth Day (April), and Ready to Learn (Summer).

**Partner with the Volunteer Center in Offering Resources in an Emergency and your Business will receive the following benefits:**

- Your Company Logo will be placed on the Volunteer Center's Web Page
- Your Company will be highlighted in outreach information/press releases that are produced to promote the resource donation program

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## About Us:

We are part of Montgomery County's Office of Community Partnerships (OCP) in the Office of the County Executive. The Montgomery County Volunteer Center is an integral part of OCP's effort to strengthen the County's civic infrastructure by empowering and engaging Montgomery County's almost one million residents.

The center works across all levels of organizations to ensure that human, financial and in-kind resources are utilized effectively to better the county. The volunteer center has been devoted to engaging residents and businesses in the response to emergencies faced by Montgomery County.

### Montgomery County Volunteer Center

401 Hungerford Drive, 1st Floor Rockville, Maryland 20850

Website: [www.montgomerycountymd.gov/volunteer](http://www.montgomerycountymd.gov/volunteer)

Ann Evans. 240-777-2612. [ann.evans@montgomerycountymd.gov](mailto:ann.evans@montgomerycountymd.gov)

Michael Goldfarb. 240-777-2621. [Michael.goldfarb@montgomerycountymd.gov](mailto:Michael.goldfarb@montgomerycountymd.gov)

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